



Support Chiefs
Foreign Affairs Manual
VOL. 6 - GENERAL SERVICES

[Signature]
Transmittal Letter: GS-151

SSA/DD S
Date: March 15, 1971

UNIFORM STATE/AID/USIA FOREIGN SERVICE TRAVEL REGULATIONS

Mode of Travel

The use of air transportation is encouraged for the performance of official travel. Surface transportation or combinations of air and surface transportation continues to be authorized, but travel on time-consuming freighters is discouraged. Section 131.1-1 is revised to reflect this new emphasis.

Filing Instructions

Remove pages 128.2-3 and 130 and insert attached pages 128.2-3 and 130.

Cys to:
Chmn, Travel Policy
Committee
DDP/PC
D/Pers

UNIFORM STATE/AID/USIA FOREIGN SERVICE TRAVEL REGULATIONS

128.2-3 Procurement Through Travel Agents

The services of travel agencies shall not be used to procure travel within, from, or between the United States, its possessions, or the Commonwealth of Puerto Rico. If the transportation company or its general agent is unable to furnish through ticketing arrangements for the transportation authorized, and the interest of the United States will be served more advantageously thereby, the services of travel agencies may be utilized for travel:

- a. Within foreign countries (except Canada or Mexico);
- b. Between foreign countries; or
- c. From foreign countries (except Mexico or Canada) to the United States, its possessions, or the Commonwealth of Puerto Rico.

No payments made to a travel agency shall be greater than the amount which would be chargeable if the services had been obtained directly from the carriers involved.

128.3 Authority of Traveler to Issue Transportation Requests

When an employee has been authorized to perform official travel, he is authorized to issue SF-1169, United States of America Transportation Request, when necessary. Upon presentation of a travel authorization, an accountable officer may furnish the traveler a sufficient number of blank transportation requests to accomplish the authorized travel. (See 6 FAM 116.4, 6 FAH H-127, and A. I. D. M. O. 567.1.)

128.4 Rest and Recuperation Travel

The cost of rest and recuperation travel is subject to a deductible of \$50 or \$100 as prescribed by 3 FAM 698 and A. I. D. M. O. 459.1. The appropriate amount will be deducted from the TR or other procurement document (see 6 FAH H-127.8 and H-127.9 and A. I. D. M. O. 567.1), or from the employee's travel voucher where he has procured travel from personal funds. (For voucher procedures, see 4 FAM Exhibit 464, page 5, and A. I. D. M. O. 566.1.)

128.5 Military Attaché Aircraft

See section 184.1 for regulations governing the use of military attaché aircraft.

130 PERFORMANCE OF TRAVEL

130.1 Travel Within Workweek

Section 204 of the Federal Employees Pay Act of 1945, as amended by section 16 of Public Law 89-301 dated October 29, 1965, establishes the Government-wide policy that, to the maximum extent practicable, heads of departments and agencies will schedule the time to be spent by an employee in official travel status within the employee's regularly scheduled workweek.

131 Routing of Travel

131.1 Modes of Travel

131.1-1 General Provisions

* Use of air transportation is encouraged. Surface transportation or a combination of air and surface is authorized, subject to the provisions of sections 131.1-2 and 133. Travel on time-consuming freighters is discouraged. Travel by extra-fare planes or trains may be authorized when the use of such facilities is determined to be more advantageous to the Government. Departure and itinerary of the traveler should be timed to avoid excessive waiting for connecting flights or ship sailings and to avoid missing connections or sailings if normal delays are encountered en route. *

131.1-2 Restrictions on Surface Travel
(Applies to A.I.D. and USIA only.)

a. Travel by Employees

(1) A. I. D. and USIA have established the modes of travel described under paragraph c of this section as reasonable and equitable for the type of travel specified.

(2) An employee may use a mode of travel slower than that indicated under paragraph c. In such cases the employee is allowed only the cost of the mode listed in paragraph c and is charged annual leave for each workday beyond the time estimated as required for the more rapid mode. If annual leave is not available to the employee, leave without pay is substituted. Per diem is not allowed for time spent in a leave status.

b. Travel by Dependents

Dependents of USIA employees are not subject to the policy contained in paragraph a above and may travel by air or surface at the option of the employee.

Dependents of A. I. D. employees are subject to the policy contained in paragraph a above. However, exceptions may be allowed for medical reasons.

DEPARTMENT OF STATE
CLEARANCE REQUEST

URGENT

TO : INR/CS - Mr. Robert H. Tegethoff

DATE: March 18, 1971

FROM : OM/DIR - James J. McTigue

FOR INFO CALL: OM/DIR, Mr. Ivie,
Ext. 23874

SUBJECT : 6 FAM 134 - Use of American and
Foreign Airlines

REF.(if any): OM/DIR Docket #3096

Please comment on the following or attached proposal for publication as indicated. Your concurrence or dissent on this form should be returned to me by April 2, 1971 unless you request additional time for urgent reasons. If we do not hear from you by then we shall assume agreement and the material will be published as proposed or as amended with the concurrences of other offices.

UNIFORM STATE/AID/USIA FOREIGN SERVICE TRAVEL REGULATIONS

The Supply and Transportation Division has proposed, with prior approval from O/A and A/OPR, the attached revision to 6 FAM 134 which will:

- a. Align our regulations with those of other government agencies;
- b. Eliminate the penalty provision;
- c. Greatly reduce the number of travel disallowances; and
- d. Permit more indirect travel on foreign flag air carriers than is now permissible.

In view of the wide interest in this revision, and the imminence of the annual travel season, your prompt attention and clearance will be helpful.

SENT TO: AID, USIA, AF/EX, ARA/LA-MGT, EA/EX, EUR/EX, NEA/EX, BF/FM, BF/AU, BF/FS, OC/EX, DG/EX, OM/MS, O/A, A/OPR, OPR/ST and AFSA (FOR INFO)

ADDRESSEE'S COMMENTS:

Cep to:

Chmn, Travel Policy Committee

DDP/PC

D/Peris

all
25 Mar 71

Material is: ☐ Approved

☐ Approved as changed

☐ Not approved

134 Use of American and Foreign Airlines

134.1 Policy

It is the policy of the United States Government, and the policy set forth by concurrent resolution of the Senate and House of Representatives (S.Con. Res. 53, 87th Cong., 76 Stat. 1428), that all official air travel by Government employees and their dependents be performed on American-flag carriers except when otherwise necessitated by the official business concerned or to avoid unreasonable delay, expense, or inconvenience. The standards outlined in these regulations for permissible travel on foreign-flag airlines are provided, in general, for instances when American-flag airlines are not available or efforts to utilize an American-flag airline would result in excessive delay, cost, or personal inconvenience. Full consideration should be given to the intent of the above-stated policy before arranging travel on foreign-flag airlines. Apparent abuses of the "Fly American" policy may result in disciplinary action being taken against the employee concerned.

134.2 When American-Flag Airlines Provide Regularly Scheduled Service

When there is regularly scheduled service by an American-flag airline between points of travel, this service should be used. Trans-Pacific and Trans-Atlantic travel must be performed on American-flag carriers, unless the provisions of 134.4b or c apply. The term "regularly scheduled service" as used herein implies a service that operates at least three times weekly.

134.3 When American-Flag Airlines Do Not Provide Regularly Scheduled Service

When an American-flag airline does not provide regularly scheduled service between points of travel, a foreign-flag airline may be used to or from the nearest practicable interchange point to connect with an American-flag carrier.

134.4 General Exceptions to "Fly American" Rule

Foreign-flag airlines may be used under one of the following conditions:

- a. The traveler, proceeding via a usually traveled route, would be detained over 6 hours at any interchange point en route awaiting an American-flag airline.
- b. Travel by an American-flag airline could not be performed in

- c. The use of a foreign-flag airline is necessary or expedient to carry out the mission to be performed.
- d. The traveler would be detained over 12 hours at an interchange point or after availing himself of the maximum authorized rest stop (see Section 132.4), awaiting the next American-flag airline. Use of a foreign-flag airline should be minimized as provided in Section 134.3.
- e. Payment can be made in excess or near-excess foreign currencies for the approved travel uses listed in the Department of State Foreign Currency Bulletins, provided no American air carrier serving the points of travel will accept the currency. For travel uses not approved in the Department of State Foreign Currency Bulletins, Department (BF/FM) approval must be obtained before using excess currency to pay for travel on foreign carriers over routes served by American carriers.
- f. Payment for services can be made from A.I.D. foreign currency trust funds for travel on airlines of the host country to the extent that use of such currency is consistent with any applicable agreement with the host country. Use of trust funds for travel on airlines other than host country must be in accordance with all other regulations.

134.5 Indirect, Delayed, or Interrupted Travel

When air travel is performed by an indirect route, or delayed, or interrupted for personal convenience, employees should schedule their travel to make the greatest possible use of American-flag airline service. Also, see 6 FAM 131.3.

134.6 Justification for Use of Foreign-Flag Airline

When a foreign-flag airline is used for any reason, other than in those instances where no American-flag airlines operate between any two points on a traveler's itinerary on a usually traveled route, the traveler shall prepare a memorandum, stating his justification for the use of the Foreign Flag airline. The memorandum is to be attached to the employee's travel voucher.